

2016 Election Judges' Manual



REVISED 12/7/15

Chapter 2

Security Rules and Awareness

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Security Rules and Awareness

Security Rules for All Election Judges



You must read, sign, and comply with the *Rules of Security Behavior* form provided by your local board of elections during training.

1. Unauthorized collection, transmission, sharing, or disclosure of voter information is prohibited and will result in immediate removal from office and possible civil and/or criminal penalties.
2. Always wear the name tag provided by the local board of elections and carry photo ID with you while performing your duties as an election judge.
3. Do not deviate from the approved *Election Judges' Manual* or training without the written approval of the State Administrator of Elections.
4. Ensure that all paperwork is completed as required.
5. Immediately report any security practice anomalies (e.g., incomplete or missing paperwork, voided tamper tape, broken seals, unsecured facilities or voting equipment, etc.) to the local board of elections. Record all such incidents in the Election Day Log.
6. Monitor and secure all election materials and equipment throughout the day.
7. Immediately report any suspicious, threatening, or harassing behavior or activity occurring inside the polling place or within the "no electioneering zone" to the local board of elections. Record all such incidents in the Election Day Log.
8. Do not allow any unauthorized person to touch the voting equipment. A voter shall only be permitted to handle his or her own voter authority card (VAC), ballot, or ballot activation card.

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9. If you have a problem with the voting equipment, contact the Help Desk on 240-777-8543 or the Roamer immediately and record the incident in the Election Day Log.
10. Ensure ALL ballots, ballot activation cards, and voter authority cards are accounted for, as required. Secure ALL voted, unvoted, and spoiled ballots, and all voter authority cards.
11. Do not share confidential supervisor passwords with anyone and keep in a secure location until needed.
12. Ensure ALL memory sticks are returned to the local board of elections with all materials as instructed by the local board of elections.

Equipment and Facility Security

Always follow security rules related to the equipment and facility. These rules include:

1. Maintaining physical security control over the voting equipment and electronic pollbooks. Follow procedures for securing the polling place;
2. Protecting and maintaining control of the memory sticks and ballots during the election process at all times;
3. Ensuring that the access compartments on the Scanning Units are secured prior to opening the polls and throughout the day;
4. Looking for any potential tampering or defacement of the voting equipment or electronic pollbooks and reporting any such activities immediately to the Chief Judges. The Chief Judges are responsible for reporting problems to the local board of elections; and
5. Ensuring that all voting equipment and electronic pollbooks are secured at the end of election night.

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Chain of Custody

Chain of custody refers to the chronological documentation or paper trail, showing the custody, control, and transfer of voting equipment, memory sticks, reports, forms, and other equipment and supplies.

It is important to ensure the security of all voting materials. If called upon to do so, it is essential that you preserve the chain of custody when transporting memory sticks, keys, ballot activation cards, and ballots. It is also important to maintain physical security control over the voting equipment. All reports and documentation must be completed and signed appropriately.

Chief Judges from each precinct are responsible for the memory sticks from the Scanning Units. Memory sticks are in the Scanning Unit at the time of delivery to the polling places. When the polls close the chief judges are responsible for removing and securing the memory sticks from all Scanning Units and following the procedures outlined in Chapter 17 *Ending the Election – Scanning Unit*.

Integrity of the Election Process

You have the responsibility to maintain the integrity of the election process by:

1. Asking voters if they need assistance if they don't appear to be following the instructions you provided;
2. Asking voters to remove personal items (e.g., clothing, bags, books, or any electronic equipment) from the voting booths and check-in table when finished voting. Periodically checking the polling place to ensure that a voter has not left personal items or campaign materials;
3. Periodically checking the voting equipment and electronic pollbooks to ensure that they are plugged in, charging properly and that the tamper tape and seals are intact and showing no signs of tampering; and

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4. Ensuring that voters do not leave the polling place with a ballot, ballot activation card, or voter authority card.